Posting Marks

For **EVERY** class that you kept a gradebook on... Click on **Calc/Post Marks** toggle the **Post Term Standards Marks** Click POST TERM STANDARD MARKS BUTTON

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| Updating records. Please wait. | |
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Toggle the **Post Gradebook Marks** and Click Toggle **Calculate Grade from all available tasks** Click **POST TO REPORT CARD**. Click **Close**

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| | Grades based on assignments from 9/7/2010 through 10/28/2010 | |

Note: for classes that you did not keep a gradebook on, you will see a message "No Student Information Available", Just skip that class.

Editing Marks and Putting in all Other Standards Marks

For EVERY CLASS Click on the Edit Marks Tab to view and edit any of the standards marks for that class.

Edit any marks that need adjusting. If the fields are blank, use the blanks below "standards & Benchmarks" to select the standard, select the fill value, and then click on the down arrow to fill down that column.

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Next click on the **Report Card Marks** toggle. Adjust any academic scores, Add any SBR scores that you did not have a gradebook for. Add Comments & Notes.

